

**Mission** *New Mexico Highlands University is a public comprehensive university serving our local and global communities. Our mission is to provide opportunities for undergraduate and graduate students to attain an exceptional education by fostering creativity, critical thinking and research in the liberal arts, sciences, and professions within a diverse community.*

**Vision** *Our vision is to be a premier comprehensive university transforming lives and communities now and for generations to come.*

**Department/Program:** *NMHU Purchasing*

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Strategic Goals for 2020 Planning for FY18-FY21	Unit Goals	Unit Actions/Strategies	Measurable Outcome(s)	Person(s) Responsible	Indicators and Time Frame for Assessment	Date(s) for Review
1. <i>Highlands University will achieve academic excellence, academic integration and student success.</i>	1. Hire and Mentor Student Employees	1. Maintain student employees throughout year placing them in positions that will develop them and provide valuable experience.	1. Each student employee is able to obtain gainful employment because of their work experience at NMHU.	1. Adam/Jennifer	1. Ongoing	1. Annually
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)	Challenge(s)	Budget Consideration (Yes / No)		
1. Achieved	1. Ongoing	1. Maintain and be approved for an allotted number of hours instead of number of students so that we maintain fiscal responsibility and provide a meaningful student employee experience.	1. Student schedules, maintaining engagement with students. Making sure students realize they are employees and must produce accordingly.	1. Yes – Funding availability from Department.		

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<p><i>2. Highlands University will achieve strategic enrollment management.</i></p>	<p>1. Host prospective students and give overview of department and opportunity for student employment while enrolled at NMHU</p>	<p>1. Meet with prospective students to give them insight on the University and the City of Las Vegas and demonstrate the unique and valuable opportunities NMHU and Las Vegas has to offer.</p>	<p>1. Receive positive reviews from prospective students.</p>	<p>1. Adam</p>	<p>1. Ongoing</p>	<p>1. Annually</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<p>1. Ongoing</p>	<p>1. Ongoing</p>	<p>1. Meet with Recruitment to discuss allowing me to participate in Campus Tour to talk with students about opportunities afforded by attending our institution.</p>		<p>1. This will be an area where I have to show value in order to really show recruitment the benefits of another department hosting a recruitment event.</p>		<p>1. No</p>

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<p>3. <i>Highlands University will achieve a vibrant campus life.</i></p>	<p>1. Open Door Policy to Vendors</p>	<p>1. Meet with any prospective vendor who solicits the University. Develop working relationships with existing vendors to ensure they know the process and key contacts for supplies and services they may offer.</p>	<p>Larger vendor pool and more resources available to University personnel to order supplies and service</p>	<p>1. Adam</p>	<p>1. Ongoing</p>	<p>1. Ongoing</p>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<p>1. Achieved</p>	<p>1. Ongoing</p>	<p>1. Meet with every vendor that requests a meeting to explain our process and opportunities for working with the University.</p>		<p>1. Takes a significant amount of time and effort to meet with vendors.</p>		<p>1. No</p>

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4. <i>Highlands University will be a community partner.</i>	1. Identify Opportunities to Utilize Local Vendors	1. Assist local vendors with soliciting University. Help local vendors understand state procurement code and opportunities for them to leverage it to increase sales opportunities.	1. Increased utilization of local vendors.	1. Adam	1. Ongoing	1. Ongoing
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
1. Achieved	1. Ongoing	1. Continue to identify opportunities to enter into contracts with local vendors. We have increased local spend over the past fiscal year by engaging local vendors		1. Substantial amount of time providing direction, training, and coordination with smaller local companies.		1. No

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<p>5. <i>Highlands University will achieve technological advancement and innovation.</i></p>	<ol style="list-style-type: none"> <li>Travel and Expense Management Solution</li> <li>Electronic Requisition or Automated Workflow for Purchasing</li> <li>P-Card Implementation</li> </ol>	<ol style="list-style-type: none"> <li>Implement Automated travel and expense management solution to increase efficiency and streamline workflow</li> <li>Create an automated workflow to eliminate paper based requisitions.</li> <li>Implementation of Purchasing card solution to allow University to purchase supplies and services in an expedited manner saving the University time and money.</li> </ol>	<ol style="list-style-type: none"> <li>Outcome is a simplified and streamlined travel and expense management solution that is exclusively used by University personnel for travel and direct expenses.</li> <li>Workflow and requisition process is automated.</li> <li>Transferring small purchases and services from requisition based to purchasing card.</li> </ol>	<ol style="list-style-type: none"> <li>Adam/Crystal (AP)</li> <li>Adam/ITS DBA Group</li> <li>Adam/Crystal (AP)</li> </ol>	<ol style="list-style-type: none"> <li>FY19</li> <li>FY19</li> <li>FY19</li> </ol>	<ol style="list-style-type: none"> <li>February 2019</li> <li>June 2019</li> <li>February 2019</li> </ol>
<p>Action Status w/Description (Achieved, Ongoing, Stop)</p>	<p>Completion Date(s)</p>	<p>Recommendation(s)</p>	<p>Challenge(s)</p>	<p>Budget Consideration (Yes / No)</p>		
<ol style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing</li> <li>Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>Implementation FY19</li> <li>Start in Mid FY19</li> <li>FY18-FY20</li> </ol>	<ol style="list-style-type: none"> <li>Found funding resource that is expense neutral after initial implementation.</li> <li>Need to work with ITS to setup electronic approval workflow. However, we may switch to Chrome River PO module if available.</li> <li>In testing phase. Anticipated rollout of University wide pcard and automated expense solution is July 1, 2019.</li> </ol>	<ol style="list-style-type: none"> <li>Funding and Adoption of technology</li> <li>Time constraints and availability of ITS staff due to volume of other projects</li> <li>Assuring compliance with P-card usage</li> </ol>	<ol style="list-style-type: none"> <li>Yes –goal is to be expense neutral. Will incur initial buildout costs.</li> <li>Yes</li> <li>No-generates revenue for University.</li> </ol>		

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<p>6. <i>Highlands University will achieve enhanced communication and efficiency.</i></p>	<ol style="list-style-type: none"> <li>1. Staff Training</li> <li>2. Customer Service Oriented Department</li> <li>3. Centralize small purchases by creating a supply distribution center</li> <li>4. Reorganize department to better suit University needs</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify Training opportunities for staff to develop as employees.</li> <li>2. Work with all staff to identify areas for improvement in customer service.</li> <li>3. Look at feasibility of creating a distribution center for supplies and other small purchases (Central Store)</li> <li>4. Evaluate current positions to better align with Strategic goals</li> </ol>	<ol style="list-style-type: none"> <li>1. Increased knowledge and awareness of current supply chain best practices</li> <li>2. Staff uses any available opportunity to demonstrate superior customer service</li> <li>3. Single point of distribution for supplies and small purchases. Saved time, saved money, and saved resources.</li> <li>4. Reorganize positions to help ease complexity and bureaucracy of current workflow.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adam</li> <li>2. Adam</li> <li>3. Adam</li> <li>4. Adam</li> </ol>	<ol style="list-style-type: none"> <li>1. Throughout FY19 Fiscal Year-Have each Buyer attend at least one training</li> <li>2. Throughout FY19</li> <li>3. FY18-FY19</li> <li>4. FY18-FY19</li> </ol>	<ol style="list-style-type: none"> <li>1. June 2019</li> <li>2. June 2019</li> <li>3. End of FY19</li> <li>4. End of FY19</li> </ol>
Action Status w/Description (Achieved, Ongoing, Stop)	Completion Date(s)	Recommendation(s)		Challenge(s)		Budget Consideration (Yes / No)
<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. Stop</li> <li>4. Ongoing</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. End of FY19</li> <li>4. End of FY19</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to search for training opportunities for staff</li> <li>2. Adopt a service mentality by showing the benefits of developing positive working relationships</li> <li>3. Identify space to use as store area and identify if we will charge other departments or just account for savings created by reusing instead of purchasing new. (coordination with Central Receiving)</li> <li>4. Continue to look at organization and identify a productive organizational model</li> </ol>		<ol style="list-style-type: none"> <li>1. Funding</li> <li>2. None</li> <li>3. Space</li> <li>4. Existing polices and job descriptions. We did make significant adjustments in FY19. Addition of a Central Receiving Manager that now oversees Post Office and Central Receiving.</li> </ol>		<ol style="list-style-type: none"> <li>1. Yes- already have budget allocated for this.</li> <li>2. No</li> <li>3. No</li> <li>4. Yes</li> </ol>